



# Quick Reference Guide 5

## Lync 2013 for Windows and Lync for Mac 2011

### Meeting Attendee Tools



This quick reference guide is written for **Participants in Lync online meetings**. Participants receive an Outlook meeting invite containing a hyperlink to an online meeting. For information about hosting a Lync online meeting, see Lync 2013 for Windows QRG 2 – Lync Web Conferencing and Lync 2011 for Mac QRG 2 – Lync Web Conferencing. Both files are posted on the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

When the meeting organizer sets up a Lync online meeting, the organizer determines which invitees get to join the meeting directly without waiting in a holding area called “The Lobby.” While a participant is waiting in the Lobby, they cannot see any shared content and must wait to be admitted by a Presenter.

As the meeting rooms have security enabling the organizer to limit who gets directly into the meeting room, it is important that those with NASA credentials log into meeting rooms using the Lync client application locally installed on their device (if they have their NASA-issued equipment). If they are using a home computer to access their Outlook calendar via Webmail, they need to join the meeting (via the Lync Web App) from the Organizer’s company to be given full rights as NASA personnel.

*Anyone who joins the meeting as a guest will have less access to the meeting room and less rights to receive transferred files in the meeting room. For this reason, it is important that NASA personnel NOT join the meeting as a guest.*

This quick reference guide outlines each option for joining a meeting. Directions are included for both Lync 2013 for Windows and Lync for Mac 2011 methods.

### Understanding the Meeting Organizer’s Security Options for Online Meetings

Depending on the access rights given by the meeting organizer to the participants, there will be different security determining who gets into the meeting directly and who waits in the Lobby. Below are the possible choices the meeting organizer can select from regarding who has to wait in the Lobby.

#### ***These people do not have to wait in the Lobby:***

Meeting organizers use these options to decide who gets into the meeting directly, and who waits until a Presenter admits them.

*It is recommended that the meeting organizer change this setting for large meetings, when they have confidential or sensitive information to discuss or display.*

#### ***Online Meeting Options for the Lobby on a PC***

These people don't have to wait in the lobby: [Why do I use this?](#)

W Only me, the meeting organizer  
People I invite from my company  
Anyone from my organization  
Anyone (no restrictions)

Choose presenters

#### ***Online Meeting Options for the Lobby on a Mac***

☒ Customize access levels, presenter options, and phone settings  
Meeting with custom access level or presenters will use a dynamically generated meeting link and conference ID.

Access Presenter

Who gets directly into the meeting without waiting in the lobby?

Only Me Invitees My Company Everyone

☐ Remember settings

Cancel OK



For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

Who gets in directly?	What happens	Recommended when...
Only me, the meeting organizer	The meeting organizer is the only one who can join the meeting directly. Everyone else has to wait in the Lobby until admitted.	You have a high security meeting and SBU/sensitive/privacy information.
People I invite from my company	Only people invited can join the meeting directly. Everyone else has to wait in the Lobby until admitted.	You are discussing SBU/sensitive/privacy information, and want only specific people to join.
Anyone from my organization	Anyone from your company can join the meeting directly, even if not invited. Anyone who joined the meeting as a guest will wait in the Lobby until admitted.	You do not have external participants and you are not discussing SBU/sensitive/privacy information.
Anyone (no restrictions)	Anyone in the entire world with access to the hyperlink can join the meeting directly, even if not invited by the meeting organizer.	<b>Not Recommended.</b>

## Joining a Lync Online Meeting as a Participant

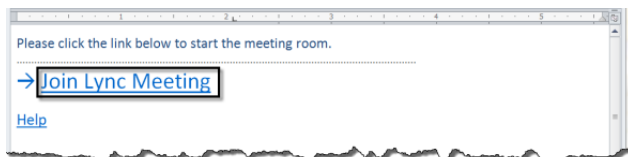
There are six (6) ways a participant can join a Lync online meeting outlined below:

1. Using a NASA-issued PC with Windows 7 and Lync 2013 (recommended).
2. Using a non-NASA PC with Windows 7 without the Lync application -- joining the meeting as a participant from the Organizer's company.
3. Using a non-NASA PC with Windows 7 without the Lync application -- joining the meeting as a Guest.
4. Using a NASA-issued Mac with Lync for Mac 2011 (recommended).
5. Using a Mac without the Lync application -- joining the meeting as a participant from the Organizer's company.
6. Using a Mac without the Lync application -- joining the meeting as a Guest.

## METHOD ONE: Join a Lync Meeting using a NASA-issued PC with Windows 7 and Lync 2013

This is the recommended method of joining a Lync meeting from a PC.

1. Using your NASA-issued PC, open Outlook and display your Outlook Calendar.
2. Open the meeting invitation and click **Join Lync Meeting** in the **Notes** area of the meeting invitation.

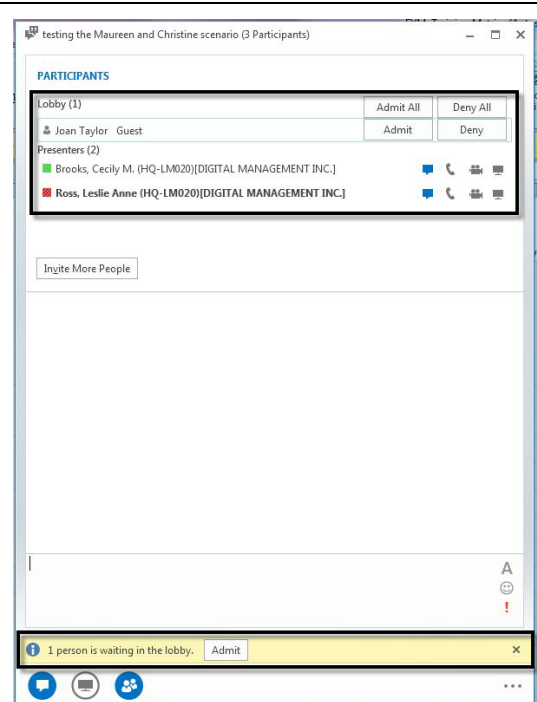


The *Privacy Disclaimer* for NASA Lync use will display.






3. Click the checkbox for the option **"I have read the above and agree to the terms."**
4. Click **Continue**.

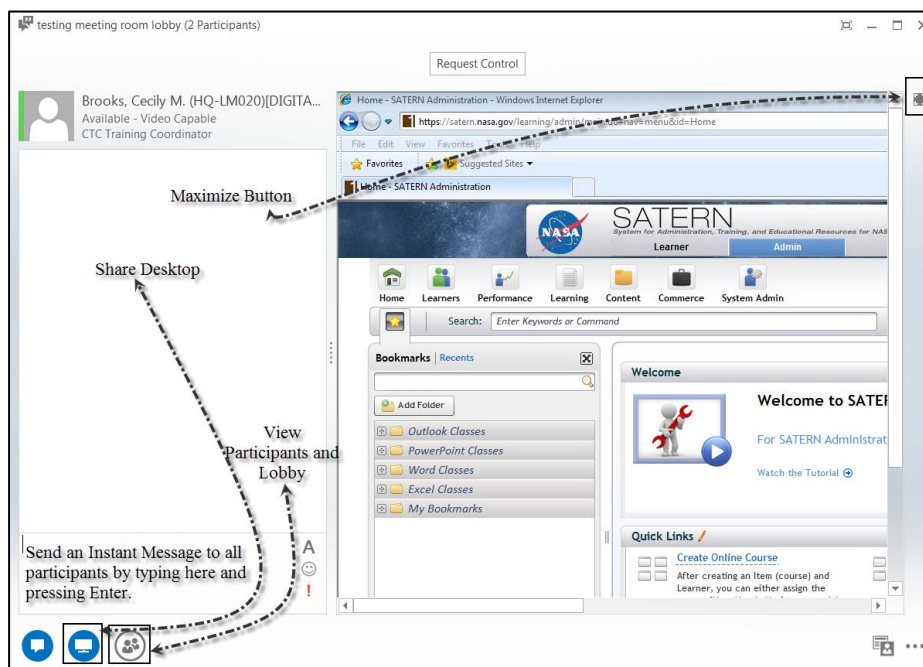
**The Result:** The Lync application launches and establishes a meeting room with the participants.

*Depending on the access rights selected by the meeting organizer, some participants may be waiting in the Lobby. The Meeting Presenter's screenshot is shown to the right highlighting the Lobby.*



## Meeting Participant Tools in Lync 2013 for Windows

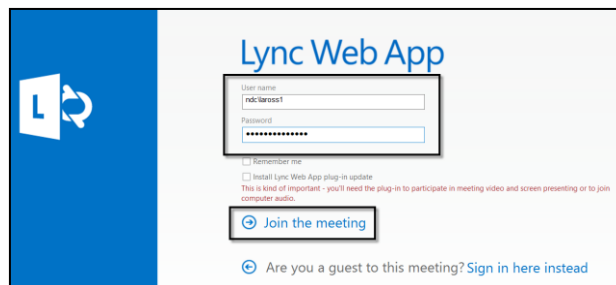
- Click  the **Messages** button to view/hide the Instant Messages field and chat. Instant Messages will be sent to all participants.
- Click  the **Present** button to share your desktop if you have been granted Presenter rights.
- Click  the **Participants** button to view/hide the Participants. If a Presenter, this button will also display the Lobby.
- Click  the **Maximize** button to increase the view of the presented material.
- Click  the **Options** button and click End meeting.



## METHOD TWO: Join a Lync Meeting using a non-NASA PC with Windows 7 without Lync Installed – from Organizer's Company

Lync Web App is the browser-based version of Lync for those who are using a computer that does not have Lync installed. This scenario includes those working from anywhere and accessing their calendar through Outlook Web Access.

- For NASA personnel, open your browser and log into Outlook Web Access (OWA).
- View the Calendar and open the meeting invitation.
- Click the hyperlink **Join Lync Meeting** in the **Notes** area of the meeting invitation. The browser will open to the Lync Web App welcome screen.



*You may be prompted to download / install LWAPLugin64BitInstaller64. Complete the download of the plugin.*

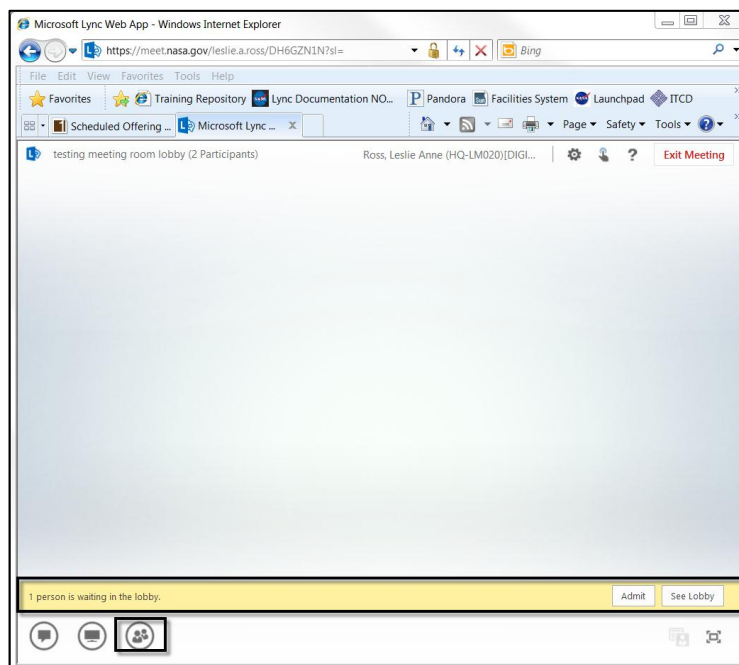
- Click the option **Sign in if you are from the Organizer's company**. The login fields display to enter a User name and password (shown right).
- In the **User name** field, enter the network domain followed by your NASA network login credentials: enter NDC\jdoe for example.
- In the **Password** field, enter your current NASA network password.

7. Click **Join Lync Meeting**. The *Privacy Disclaimer* for NASA Lync use will display.
8. Click the checkbox for the option “**I have read the above and agree to the terms.**”
9. Click **Continue**.

**The Result:** The browser will launch the meeting room.

*Depending on the access rights established by the meeting organizer, some participants may be waiting in the Lobby.*

*The Presenter meeting room (using Lync Web App) screenshot is shown right.*



### METHOD THREE: Join a Lync Meeting using a Non-NASA PC with Windows 7 without Lync installed – as a Guest

*This is NOT the preferred method for NASA personnel to join a Lync online meeting. Joining in this way limits the rights of the participants and treats them as external to NASA. This is appropriate for those who do not have NASA credentials.*

1. Open your browser and log into your email application.
2. View the Calendar and open the meeting invitation.
3. Click the hyperlink **Join Lync Meeting** in the **Notes** area of the meeting invitation.





*You may be prompted to download / install LWAPugin64BitInstaller64. Complete the download of the plugin.*

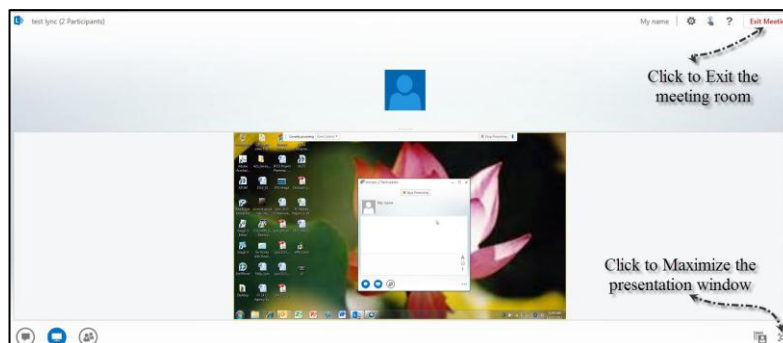
4. Type your name in the **Guest, type your name here** field and click **Join Lync Meeting**. The *Privacy Disclaimer* for NASA Lync use will display.
5. Click the checkbox for the option “**I have read the above and agree to the terms.**” Then click **Continue**.

**The Result:** The browser will launch the meeting room.

*Depending on the access rights established by the meeting organizer, some participants may be waiting in the Lobby.*

### Lync Meeting Participant Tools in Lync Web App

- Click  the **Messages** button to view/hide the Instant Messages field and chat. Instant Messages will be sent to all participants.
- Click  the **Present** button to share your desktop if you have been granted Presenter rights.
- Click  the **Participants** button to view/hide the Participants. If a presenter, this button will also display the Lobby
- Click  the **Maximize** button to increase the view of the presented material.

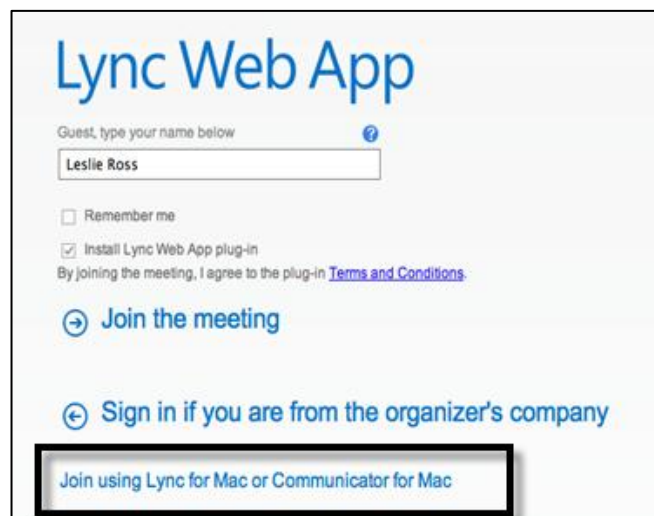


- Click **Exit Meeting** to leave the meeting room.

## METHOD FOUR: Using a NASA-issued Mac with Lync for Mac 2011

This is the recommended method of joining a Lync meeting on a Mac.

1. Using your NASA-issued Mac, open Outlook and display your Outlook Calendar.
2. Open the meeting invitation and click **Join Lync Meeting** in the **Notes** area of the meeting invitation. The web browser will open on the Lync Web App welcome screen (shown right).
3. To join using the Lync client application, click **Join using Lync for Mac or Communicator for Mac**.
4. Select **Lync for Mac** and click **OK** if prompted.
5. The *Privacy Disclaimer* for NASA Lync use will display. Click the checkbox for the option **"I have read the above and agree to the terms."**
6. Click **Continue**.





**The Result:** The Lync application launches and establishes the meeting room (shown below).


*Depending on the access rights established by the meeting organizer, some participants may be waiting in the Lobby.*

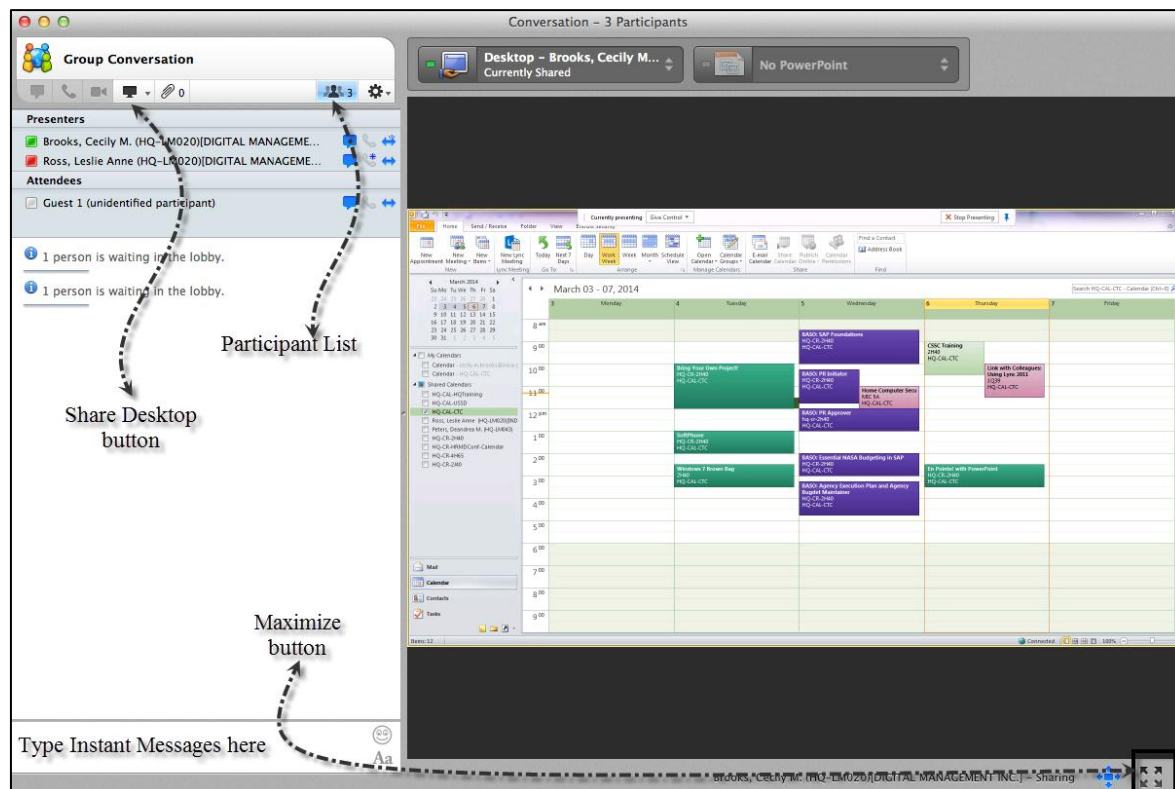
### Lync Meeting Participant Tools in Lync for Mac 2011

- Click into the Messages field to chat. Instant Messages will be sent to all participants.

- Click  the **Present** button to share your desktop if you have been granted Presenter rights.

- Click  the **Maximize** button to increase the view of the presented material.

- Click  the **Participants** button to display the Participant list. If you are a presenter, this will also display the Lobby.



## METHOD FIVE: Using a Mac without the Lync Application - from Organizer's Company

Lync Web App is the browser-based version of Lync for those who are using a computer that does not have Lync installed. This scenario includes those working from anywhere and accessing their calendar through Outlook Web Access.

1. Open your browser and log into your email application.
2. View the Calendar and open the meeting invitation.
3. Click the hyperlink **Join Lync Meeting** in the **Notes** area of the meeting invitation.
4. From the Lync Web App welcome screen, click **Sign in if you are from the Organizer's company**. The **User name** and **password** fields display (shown right).
5. In the **User name** field, enter the NASA Network domain followed by your network user name, as in the example: ndc\[username].
6. Click **Join the meeting**. You will be prompted to load a plug-in.

*Please install the plug-in the first time you use Lync Web App. Going forward, simply click Allow.*

7. Click **Allow** to continue logging in. The *Privacy Disclaimer* for NASA Lync use will display.
8. Click the checkbox for the option **"I have read the above and agree to the terms."** Then click **Continue**.

**The Result:** The browser will launch the meeting room.

## METHOD SIX: Using a Mac without the Lync Application - as a Guest

*This is NOT the preferred method for NASA personnel to join a Lync online meeting. Joining in this way limits the rights of the participants and treats them as external to NASA. This is appropriate for those who do not have NASA credentials.*





1. From the Lync Web App welcome screen (shown right), enter your name in the **Guest** field.
2. Click **Join the meeting**. You will be prompted to load a plug-in.

*Please install the plug-in the first time you use Lync Web App. Going forward, simply click Allow.*

3. Click **Allow** to continue logging in. The *Privacy Disclaimer* for NASA Lync use will display.
4. Click the checkbox for the option **"I have read the above and agree to the terms."** Then click **Continue**.

**The Result:** The browser will launch the meeting room.

### Lync Meeting Participant Tools in Lync Web App

- Click  the **Messages** button to view/hide the Instant Messages field and chat. Instant Messages will be sent to all participants.
- Click  the **Present** button to share your desktop if you have been granted Presenter rights.
- Click  the **Participants** button to view/hide the Participants.
- Click  the **Maximize** button to increase the view of the presented material.
- Click **Exit Meeting** to leave the meeting room.

